

Research Associate II
Missouri Department of Higher Education

Responsibilities: The incumbent will provide support for PreK-20 initiatives. The successful candidate will provide support for academic program review, help maintain the state's academic program inventory, analyze data and reports associated with increased alignment between high school and collegiate-level learning, including dual credit course delivery in high schools, assessment of student learning, programmatic articulation, and teacher education program review. The successful candidate will also help to design, implement, and monitor public policies related to statutory responsibilities associated with academic programs, teaching, and student performance, promote utilization of instructional technology in course and program delivery, and maintain academic affairs content on the Department's website.

Qualifications: Baccalaureate degree from an accredited institution with experience and familiarity with K-12 and higher education environments is required. Excellent analytical and communication skills, strong research skills, the ability to synthesize information concisely, proficiency in Microsoft Office, a willingness to take initiative and the ability to work in a team environment are also required. Candidates with experience in quality principles and data analysis will be given priority. Masters degree and extensive understanding of higher education initiatives and challenges are highly desired.

Salary range: \$33,420 - \$41,712

Please submit a completed **MDHE Application for Employment**, cover letter summarizing relevant experience, resume, and a photocopy of official college transcripts to:

Human Resources
Department of Higher Education
3515 Amazonas Drive
Jefferson City, MO 65109

If special accommodations are needed to participate in the application process, please notify the human resource office at (573) 751-2361.

AN EQUAL OPPORTUNITY EMPLOYER